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**MILWAUKEE COUNTY EMS
ADMINISTRATIVE POLICY
EQUIPMENT FAILURE/
REPLACEMENT REPORT**

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Policy: Milwaukee County EMS will provide a monthly report to each community detailing the charges to the community for damaged and/or replaced equipment.

The Equipment Failure/Replacement Report will be maintained in an Access Database with the following information:

- Community
- ALS unit
- Date the equipment was turned in for repair or replaced
- Product description for equipment turned in for replacement or repair
- Quantity replaced
- Unit price or repair charge for replaced or repaired equipment
- Line total for the product
- Outside vendor shipping charge for single item*
- Outside vendor total charge for single item*
- Subtotal for outside vendor charges for the month
- Subtotal for shipping charges for the month

*When applicable

Supporting documentation will be attached to verify charges are correct:

- An Equipment Failure Report must be completed and signed by FD personnel turning in the equipment for repair or replacement. A copy of this form will be attached to the monthly report.
- A copy of the bill will be attached if the equipment needs to be sent out for repair.

Charges:

- The community will be charged for any replaced equipment item during the month the item is replaced/ordered.
- The community will be charged for equipment sent out for repairs during the month MC EMS receives the final repair bill, along with any shipping charges.

It is the responsibility of the Fire Department to request/order replacement equipment (e.g. batteries).